

Community Dialogue Committee

Project Officer Description

Project Officer Charge:

Define and execute requirements to stand up and manage a Community Dialogue Committee (CDC) regarding the West Lake Landfill.

Description of Project:

The Environmental Protection Agency Region 7 seeks to establish an independent, Community Dialogue Committee whose members will share their perspectives on the West Lake Landfill Superfund Site remediation project. The long-term objective is that the West Lake Landfill will undergo a final remedy that will protect the public from the radiologically-impacted material located at the site. The CDC will act as a communication conduit and forum for stakeholders in the community.

Project Officer Duties:

- Coordinate work with appropriate internal offices and the RA
- Work with internal staff to identify external organizations from which to invite participation on the CDC
- Manage independent facilitation services that will:
 - Assist the CDC in developing its operating framework,
 - Distribute meeting notices and materials,
 - Assist in developing agendas that reflect CDC purposes and direction,
 - Identify information and subject matter expertise to enable productive engagement with information and other groups,
 - Provide meeting facilitation services
 - Provide meeting documentation, meeting minutes, and
 - Maintain contact and mailing lists.
- Manage meeting space/technology logistics (in-person and virtual).

Reporting Framework:

- Participates in the EPA Region 7 West Lake Landfill Leadership Team as required
- Coordinates planned work with the Superfund Division, Regional Counsel, the Office of Public Affairs and the Regional Administrator
- Works in partnership with the Community Involvement Coordinator in the Office of Public Affairs